

# The Public is Entitled to Courteous Treatment!

## And the Best Possible Service at All Times

### To The Public

You are entitled to good service and we want you to have it.

Please do us the favor of selecting our office as the proper place to register complaints. We are always ready and anxious to investigate any and all complaints and to rectify errors.

No individual or company can always be perfect. We invite your help and ask your co-operation in bettering our service.

It is our hope and desire that our relations may be uniformly cordial and pleasant. Please tell us your troubles and we will gladly do our part toward remedying any difficulty. Your criticism and complaints are invited at all times and any employee in any department who fails to welcome same and do his utmost to furnish you good service and rectify errors, is not rightly representing this company and its policy towards the public.

### To Our Employees

The Company's reputation is in your hands.

Never attempt to take advantage of a patron.

The Company wants no revenue it does not earn.

Remember that you are in the service of the public as well as the Company.

This Company recognizes its obligations to the public and the conduct of each individual employee should so demonstrate.

Courtesy is the most valuable asset that an employee of the Company can possess. The best efforts of the Company to please its patrons are sometimes offset by the thoughtlessness of an employee who may fail to remember that any act of his which develops ill-feeling reacts upon the Company and upon his fellow employees.

## Northern Indiana Gas and Electric Company

Hammond, Ind., Office—571 Hohman St. Telephone Hammond 2300.

East Chicago, Ind., Office—Forsyth and Chicago Aves. Telephone E. C. 86.

Indiana Harbor, Ind., Office—3405 Michigan Ave. Telephone I. H. 811.

Whiting, Ind., Office—New York Ave. and 119th St. Telephone Whiting 46.

Munster, Highland, Dyer, Schererville, Griffith, Ind.